

**OFFICIAL MINUTES**  
**BOARD OF GOVERNORS MEETING**  
**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**

**Thursday, January 24, 2002 — 5:00 P.M.**  
**B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 24 in the B&O Board Room.

**1. Call to Order**

Mr. Gilmore called the meeting to order at 5:00 p.m.

**2. Roll Call**

Roll call was taken by Linda Dudash. Members in attendance were: Dr. Darrell Cummings, Tom Danford, Dr. Martha Dean, Keith Jones, Dr. Cathy Sistilli, Teresa Hemingway, and Michael Saporito. Excused: Anne Deickmann Harman, Jean Holloway, and David Robertson. Participating by phone: Brenda Botizan.

Other guests included: Bob DeFrancis, Dean, Community Relations and Institutional Advancement; Pat Henry, Business/Finance Manager; Mike Koon, Dean, Economic and Workforce Development; Garnet Persinger, Provost; and Zac Wycherley, Director, Career and Placement Planning.

**3. Approval of Minutes (December 6, 2001)**

Ms. Botizan made a motion to accept the minutes of the December 6, 2001 meeting. Mr. Danford seconded the motion. Motion carried.

**4. Board Chair Report**

**A. Ratification of December 6 Actions**

Mr. Gilmore referred to the December 6 minutes wherein without a quorum the Board recommended that the Payroll Contract with Eastern West Virginia Community and Technical College should be approved. (The one-year contract will expire on June 30 of this year.) Mr. Gilmore entertained a motion that the Board approve the Payroll Contract with Eastern. Mr. Danford made a motion to approve the Payroll Contract with Eastern West Virginia Community and Technical College. Dr. Dean seconded the motion. Motion carried.

Mr. Gilmore talked about a long-term relationship with Eastern and the concerns the President has about various issues.

**B. Hearings and Petitions**

Mr. Gilmore announced that there were no hearings or petitions.

**5. President's Report**

**A. Spring Semester Report**

Dr. Hunter gave a report on the College's spring semester and stated that headcount and FTE has increased over last year at this time. Once an enrollment report has been finalized, Dr. Pat Canary will be invited to make a presentation to the Board.

**B. HEPC Policy Considerations**

Dr. Hunter covered the following areas of importance regarding HEPC and informed Board members that detailed information is available to them upon their request:

- \* Performance Indicators Rule (Dr. Hunter reviewed the Performance Indicators and the 2001 State Report Card. He noted that in Workforce Development data WVNCC is second only to Marshall University.)
- \* PROMISE Rule (Dr. Hunter stated that this scholarship probably will not have major impact on Northern.)
- \* Institutional Specific Budget Request (Information was included in the Board's packet indicating where the College stands in regard to Special Projects Funding which is split into two categories: Operations and Technical and Facilities.) WV Northern has two items under Facilities in Special Project Funding: HVAC renovation in the B&O and Hazel-Atlas buildings. Dr. Hunter spoke of the possibilities of the College receiving funding in each category depending on action of the legislature.

Dr. Hunter asked that Board members speak to area legislators, if they should happen to come in contact with them, regarding getting \$30,000 reinstated to the College's base budget that happened to be an arithmetic error by the State last year.

- \* Tuition Policy consideration. President Hunter spoke of the range of opinions on the policy. He stated that he is not in favor of a tuition increase at Northern.
- \* Capital Allocations. A new policy will be coming out regarding Capital Allocations. Currently the College pays approximately \$49,000 to the State for debt services.

**C. FY2003 Governor's Budget**

Dr. Hunter stated that Governor Wise has exempted community colleges of the 3% budget reduction. He also mentioned that the College must now pick up costs of PEIA/BRIM which amounts to approximately \$57,977.

A future agenda item for the Board which will be forthcoming from HEPC will be personnel policies.

**D. Strategic Agenda for Spring 2002**

Board members received a copy of the Strategic Agenda for spring 2002. An end-of-the-year evaluation report will be sent to the Board from President Hunter with specific reference to each of the 12 goals for spring.

**6. Staff Reports**

**A. Financial Report**

Mr. Henry distributed copies and gave a brief financial report based on the budget as of December 31. He stated that quarterly reports from Costanzo and Associates will be distributed to the Board when they are received.

Dr. Hunter mentioned that a report by Deloitte and Touche cited West Virginia Northern as one of two institutions in the State with a negative fund balance. The reason for that is unfunded liability for accrued annual and sick leave. HEPC is asking that the College submit a plan to overcome that deficit.

**B. Academic Report**

Ms. Persinger reported the following:

- \* Centers for Excellence and Student Success are now clarifying their strategic planning as well as reviewing, developing, and defining curriculum.
- \* A 2 + 2 program is being developed with West Liberty State College where a student can finish two years at Northern and two years at West Liberty. Ms. Persinger stated that a similar program is being discussed with other area colleges. The Academic Affairs Committee is reviewing core requirements for transfer.
- \* WV Northern is partnering with Oglebay Fine Arts to determine how the College can meet the needs of students through community resources.
- \* Work is being done on Skills Sets.

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- \* Progress has been made in CAL/DE. Reports on this area will be shared with the Board soon. Temporary assistants will be on each campus for the adult learner/developmental ed. A workshop was held with faculty to determine ways to better assist underprepared students.
- \* Faculty are addressing accountability measures, program evaluations and professional development.
- \* Web page development was demonstrated on Teacher Web for the faculty at a workshop on January 7.

**C. Economic Development Report**

In the area of Economic Development, Mr. Koon reported that numbers aren't where they are expected to be although training numbers are up about 10% over last year.

Current projects in the area of Economic Development are:

- \* Working with ORECK as their coordinator to meet their needs in management training. Instruction will begin in early March.
- \* Working on the Victorian Mall project. Mr. Koon met with people from National Retail Federation who are interested in partnering with WVNCC to establish a retail training center.
- \* Offered a pilot course on the Entrepreneurship Institute at Magnolia High School. The program is now being taught as an add-on program at Mt. DeChantal.
- \* Working with Oglebay Institute Environmental Education regarding continuing education.

**D. Placement Report**

Mr. Wycherley, Director of Career Planning and Placement was introduced to the Board. Mr. Wycherley gave a PowerPoint Presentation on a one-year survey of WVNCC 2000 Graduates.

**7. New Business**

**A. Northern/Eastern Affiliation and Contracts Approval**

The Board received copies of the one-year Financial Aid Services Contract and Curriculum, Oversight and Support Services Contract that the College has with Eastern West Virginia Community and Technical College which end on June 30, 2002. Dr. Hunter asked for the Board's approval of these services. Dr. Dean made a motion to approve the contracts with Eastern. Dr. Cummings seconded the motion. Motion carried.

**B. Northern Panhandle Technical Education and Training Partnership**

Referring to the copy of the resolution between Hancock County Schools and West Virginia Northern, Dr. Hunter asked for Board approval to enter into a similar relationship with all schools in the RESA VI district. The agreement allows students to take technical courses in high school, attend Northern for the necessary college classes, and then combine those classes to obtain a degree in their particular field. Mr. Jones made a motion that the Board give their authority to the College to set up joint TET partnerships with area high schools. Ms. Hemingway seconded the motion. Motion carried.

**C. College Calendar**

A draft copy of the College calendar was reviewed by the Board. Dr. Dean made a motion to accept the calendar as presented. Dr. Cummings seconded the motion. Motion carried.

**8. Old Business**

There was no old business to discuss.

**9. Adjournment/Next Meeting**

Dr. Dean made a motion to adjourn the meeting (7:30 p.m.). Ms. Botizan seconded the motion. Motion carried. The next scheduled meeting date is February 28 at 5:00 p.m. in the B&O Board Room. Anyone who cannot attend meetings in person and would like to be conferenced in by phone should contact Linda Dudash at 233-5900, ext. 4201.

Minutes respectfully submitted by,

Approved by,

Linda K. Dudash  
Executive Secretary to the President

David Robertson  
Board of Governors Secretary